

**ADVERTISEMENT FOR PROJECT MANAGEMENT SERVICES**  
**Hurricane Harvey Project Management Task Order Contract**

The City Secretary for City of Houston will receive Statement of Qualifications (SOQ) and proposals at 900 Bagby, Room P101, Houston, Texas for the following General Services Department project(s):

**Project Name and Number:**      **Hurricane Harvey Project Management Task Order Contract**

**Project Description:**              The selected firm(s) will enter into a contract with the City of Houston's General Services Department to provide comprehensive project management services to assist, coordinate and support services throughout the pre-design, design, and construction phases for Hurricane Harvey repairs and mitigation for City owned facilities.

**Proposal and Qualification Submittal Date:**      **Thursday, January 16, 2020**

**Project Manager:**                      Tinh (John) Tran

**Task Order Limits:**                      Up to \$5.5 Million/ 2 years with three 1-year extensions

**Pre-proposal Meeting:**                      Tuesday, January 7, 2020 at 1:30pm  
City Hall Annex, 900 Bagby, 2nd Floor  
Conference Room 242

SOQ and Proposals will be accepted until 2:00 p.m., local time on the respective date shown above. SOQs and Proposals received after that time will not be accepted.

**Request for the RFP should be sent to [Richard.Vella@houstontx.gov](mailto:Richard.Vella@houstontx.gov); cc: [Tinh.Tran@houstontx.gov](mailto:Tinh.Tran@houstontx.gov). All Addenda will be posted on General Services website for your review: <https://www.houstontx.gov/generalservices/advertisements.html>**

Respondent acknowledges that Federal Emergency Management Agency (FEMA) financial assistance will be used to fund this Agreement and Respondent agrees to comply with all applicable Federal laws, regulations, executive orders, FEMA requirements, and all other terms and conditions incorporated into the proposal documentation.

Contracts funded in whole or in part by federal funding (e.g. FEMA Public Assistance Grants) are also subject to the requirement at 2 C.F.R. § 200.321 to solicit minority businesses, women's business enterprises, and labor area surplus firms when possible. The list of labor surplus areas is provided at the Department of Labor's website at <https://doleta.gov/programs/lisa.cfm>.

Regulation 2 C.F.R. § 200.321 requires, where subcontracting is permitted, contractors to take the following affirmative steps:

1. Solicitation Lists. The Contractor must place small and minority businesses and women's business enterprises on solicitation lists.
2. Solicitations. The Contractor must assure that it solicits small and minority businesses and women's business enterprises whenever they are potential sources.
3. Dividing Requirements. The Contractor must divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
4. Delivery Schedules. The Contractor must establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Obtaining Assistance. The Contractor must use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The Contractor must take these steps regardless of whether it has met the City's MWBE goal referenced in this solicitation. Selected Firm(s) should clearly document the communication and outreach to the certified business. Documentation may include mail logs, phone logs, or similar records documenting the use of the above identified sources of information about MWSBE firms, the efforts to contact them, and other efforts to meet the above requirements.

It is unlawful for any Proposer to contribute or offer any contribution to a candidate for City elective office during a certain period prior to and following a contract award. (Chapter 18, City Code). Contractor will be required to comply with Anti-discrimination provisions (Chapter 15, Article II, City Code), Pay or Play Program (Executive Order 1-7 and Ordinance 2007-0534), Minority, Women, Persons with Disabilities and Small Business Enterprise requirements (Chapter 15, Articles V and VI, City Code and Executive Order 1-2), and the MWBE goal of 17.07%.

Dated: \_\_\_\_\_

(Publish Friday December 13, 2019 and December 20, 2019)

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Anna Russell, City Secretary